



# MIDDLE PARK STATE SCHOOL

Parents & Citizens' Association  
Minutes of Meeting

Date:	9 August 2022
Attendance:	As per attendance sheet
Meeting Chair:	Kelly Ede
Minutes By:	Kimberley Percival
Opened:	19:04

**Apologies** – Cass, Bec Ham, Dee Jefferd, Fiona

- a) **Confirmation of the Minutes of the previous meeting** – The Minutes from July were accepted.

**Moved:** Kelly Ede

**Seconded:** Kelly Grogan

**Carried:** Yes

- b) **Correspondence Received** –

ECEC: ASCH compliance haven't heard back with any complaints

Amy from website is happy to progress

Chappy funding discussed

Dee went to OSCH funding meeting postponed to 24 August 2022

St Cats church doing garage sale – Tristan heading a sausage sizzle and brekkie muffin. Waiting on confirming

Jess Pugh wanting to advertise signage on school Penny will talk to her about bringing request to principal instead of P&C

Christian woods resigned from OSCH

Covid safe practices at disco and address behaviour as well

Graduation emails regarding graduation committee being formed and when this will be. P&C and school needs to decide funding first before parents get involved. Establish base expectations around it before parents involved.

Coke debate about P&C sales. Penny and Kelly E spoke about extra measures for safety and also it's a minority complaining so maybe we will make it a Red food day/disco day. Disco lights? Could not find the disco lights so lights were on a fair bit of the disco time just to help with cleaning and behaviour etc. Maybe more lights need to be purchased by P&C. Also placing hooks for the lights to sit on rather than having them on the floor.

**Moved:** Kimberley Percival

**Seconded:** Nivedna Singh

**Carried:** Yes

**d) Treasurer's Report**

Chappy being paid for disco services... this means she will need an ABN or an employer. Or it would be a donation to her from the P&C. Tristan says look at the accounting manual for specific details about this because donations and gifts there's a fine line.

Kelly Grogan: going through and reading reports sent through for meeting.

Tristan: money isn't coming out of the right accounts and the data needs to be inputted correctly to make sure it's all correctly.

Previously profit and loss was the only report provided. Everyone is happy for Kelly Grogan to do the reports the way she did tonight.

Kimberley Percival: no issues with adjusting the format of reporting. However someone needs to look at data from previous months to analyse the data. Kelly Grogan wants to delete the extra duplicated information that's always doubled up on the documents.

Penny: general P&C doesn't need all the info that we would discuss at an executive meeting so bare that in mind.

Kelly G: ATO wants \$1284 in a cheque account to close by December. Bec needs that money to buy bins, trays and a few other things for the tuckshop with that money.

Money generated from cash for cans will go towards to the new bubbler but the P&C won't be at the head of it.

Penny: will be doing a survey with the students around what a new project should be to use the money from cash for cans for.

**Moved:** Kelly Grogan

**Seconded:** Nivedna Singh

**Carried:** Yes

**e) Admin Report – Presented by Penny Couch**

As per Admin report – see attached

**Moved:** Penny Couch

**Seconded:** Emma Vaggs

**Carried:** Yes

**f) Outside School Hours Report –**

90% of furniture is complete in new building. Funding is stopping on games, toys etc. funding cannot be used towards aircons.

Building space approved but not for numbers of people.

Went through some documents that have ben amended.

2.4 Tristan proposed a change. Kelly Ede and Kelly Grogan agreed

10.4 policy increase award wage = putting up fees by \$1 and non call fees to \$5. Tristan proposed and Kelly E and Flame agreed.

Flame: add a clause to say that children cannot reenrol until all accounts are settled.

Drafts for budgets to be sent to executive by October.

Tuckshop may need to price increase on a few items but Bec is monitoring.

**Moved:** Tristan Dieban

**Seconded:** Emma Vaggs

**Carried:** Yes

**g) Fundraising Update**

can winner of the tuckshop donations be shared on fb?

Disco made \$3015

Ekka theme free dress on 12<sup>th</sup> August and have a tuckshop day later on in the year due to freezer/fridge not working well.

Father's day stall coming up. Last week of august (week before father's day) TBC

Colour run coming up. Last Friday of term 3

Disco in term 4. Friday week 3 TBC

Penny asked how much we make from colour run as she's heard \$50,000 and Kelly Ede said we make \$6000.

Emma V: speak to Kate re bumping up money coming in from colour run.

Ladies event: Saturday TBC sometime in October

Movie on the big screen on the oval. Amy schefe to look into it and provide feedback to Kelly ede.

Markets with Christmas concert may be a bit difficult but it is organised by grade 2 teachers.

**Moved:** Kelly Ede

**Seconded:** Nivedna Singh

**Carried:** Yes

**h) Facilities update –**

No updates

**Moved:**

**Seconded:**

**Carried:**

**i) Chaplains Report – Presented by Felicity McClenaghan**

Would anyone like subway day again? Everyone agreed. Chappy will look into dates.

As per Chaplain report – see attached

**Moved:** Felicity

**Seconded:** Nivedna Singh

**Carried:** Yes

**j) General Business**

**Containers for Change – Presented by Kelly Ede**

A bubbler for the primary school that's a bit smaller (lower level for their height). Possibly late next week for installation.

**Moved:** Kelly Ede

**Seconded:** Kimberley Percival

**Carried:** Yes

a. Business arising:

Student protection documents- read and consider any questions/ suggestions and talk during the week. Documents read fine for now

Kimberley Percival to circulate Constitution cheat sheet

Niv to keep records of Blue card for student protection

Volunteers for fete, disco etc don't need a blue card so we need to keep a register

Flame: are parents exempt from producing a blue card? Penny: unless it's an actual parent, grandparents/ aunties/uncles etc will need a blue card

Tristan: suggest to volunteers ahead of time to get a blue card – online portal to do this – issues with using online portal are if people don't use two names or can't upload documents- then what happens? Tristan to look into this.

All visitors and volunteers to sign in through the office

Kimberley: senior shirts – Kelly Ede said to survey students wants as it is different to what parents want

Flame: rebrand to maybe 6 month celebration and hand shirts out then?

Penny: discuss approach to this at the next Executive meeting – do we give a few options so that it's not a free for all?

Flame: asked to please have a copy of the application form for the admin role emailed to her

Tristan: how many sausages to buy for the Election and where to buy them from?

**Moved:** Kelly Ede

**Seconded:** Kimberley Percival

**Carried:** Yes

Meeting closed at 20:46

**The next P&C Meeting will be held on 13 September, 19:00.**